

DDA

ODP-81-199
11 February 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: FY 1981 Travel Limitation

REFERENCE: Memorandum from Comptroller to A/DDA, same
subject, dtd. 4 Feb. 1981 (COMPT 81-0151)

1. In response to subject memorandum, the Office of Data Processing (ODP) has reviewed its travel requirements in light of the proposed ten percent reduction in travel funds and feels that the reduction would have a major impact on our activities. It would restrict the number of conferences, symposiums, and contacts which ODP needs in order to remain current with the ever-changing technology in the computer field. It would further restrict the number of employees who can participate in any particular conference, etc. With few exceptions, probably no more than one person would be able to take part in any such activity.

2. This proposed reduction hits ODP particularly hard since it would curtail our contacts with the rest of the computer world when it needs to expand them. In order to do so, we had planned to reprogram funds to allocate \$100,000 for travel and now must work with only \$55,000 which represents a 45 percent reduction in our anticipated travel budget.

3. The end result of this reduction would be that ODP will be somewhat more isolated from private computer corporations and related organizations which serve as sources of new information. For Processing, the impact of this reduction is obvious in a profession where remaining current with the state-of-the-art is of utmost importance. User groups such as SHARE, GUIDE, NCC, etc., provide countless contacts and serve as the focal point for meaningful exchange of information relative to large complex computer centers. Our staff is dependent upon information of the latest advancements in data processing gained from these groups. The inability to participate in these groups will result in stagnation on our part to maintain the utmost in efficiency and productivity. With respect to travel of Applications personnel, persons who will be permitted to attend any one particular conference or meeting will be held to one

person. Applications will have to deny a second person the opportunity to attend the RAMIS Roundtable and the Word Processing conferences. Professional conferences, while often hard to justify on an immediate, specific basis are an important means for maintaining professional currency in the highly dynamic world of data processing.

4. As another result of this proposed cut, ODP would not be able to send computer professionals to college campuses and conferences in an effort to recruit programmers and other computer specialists. In the past, this has been especially helpful as ODP professionals have been able to provide the information requested by potential ODP applicants. Since we must compete with the private sector for qualified applicants, it behooves us to be as visible as possible in order to elicit interest, especially since we are constrained in what we have to offer in comparison with the larger firms and corporations.

5. Lastly, our face-to-face discussions with the Delta Data Corporation on the Agency standard terminal will be curtailed, thereby endangering the scheduled introduction of this terminal for critical word processing, SAFE, and CRAFT needs.

/s/ Bruce T. Johnson

Bruce T. Johnson

C/AS/ODP/:caj ☐ 11 Feb. 81

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DDP 1-184 DD-91
COMPT 81-0151
AC/MS has copy
C/P. OG/AS
4 FEB 1981

MEMORANDUM FOR: ✓ Acting Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology
Director, National Foreign Assessment Center
Administrative Officer, DCI Area

Copy action to C/AS
Encl 8/15/81

FROM : Maurice Lipton
Comptroller

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SUBJECT : FY 1981 Travel Limitation ☐

Due DDA/MS COB 2/10/81

1. We discussed the President's limitation on travel and its effect on CIA at the 29 January Comptroller's meeting. I recommended that you take immediate steps to limit your directorate's travel and that we build the strongest possible case for exemption. This memorandum requests you help in building the appeal through analysis of the effect of potential limitations on your operations. ☐

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2. Application of the formula specified in OMB Bulletin 81-7 (provided to you on 27 January by this Office) would leave us approximately ☐ in travel funds (Object Class 21) for the rest of the year---exclusive of new Reserve releases and supplemental funds (see attached). This would be a reduction of ☐ from the 1981 column of the 1982 budget. On the other hand, components have identified travel requirements for the rest of the year totaling ☐ meaning the real shortfall would be over ☐ As I indicated to you at the Comptroller's meeting, I do not believe it likely that we will be allowed to fund all the travel we need for the remainder of 1981. We will likely end up somewhere near ☐ getting just the travel funds we requested in the 1981 column of the 1982 budget--leaving some ☐ available for the 1 January-30 September 1981 period. We will appeal for what we need, but prudence dictates that we recognize, and be prepared for, less. ☐

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
3. I propose that each directorate develop a travel plan for the remainder of the year that shows how you will "live" with a 10% cut from the amount for travel shown in the 1981 column of the 1982 budget. Clearly, you will not be able to do what you feel is essential--but your plan will doubtless make the shortfall and the impact of your efforts crystal clear. Please let us know:

- what trips will not take place; TOY
- what is the anticipated programmatic impact of this reduction; and PCS
- additional costs which may occur because the travel will not be performed.


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25X1 Please differentiate between travel already budgeted (1981 column of the 1982 budget) and travel which you have identified as unfunded. I must stress again the importance of specificity in this effort. In the past our justifications have suffered because of the lack of detail; I, therefore, urge that you give detailed examples of the impact of the limitation. 

4. I hope to get an appeal out within the next two weeks. Therefore, we will need your travel plans by the close of business, Wednesday, 11 February. If you have questions, please have your staff contact the group chief in this office responsible for your directorate estimates. 

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Maurice Lipton

Attachment:
As stated

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Approved For Release 2003/11/06 : CIA-RDP84-00933R000400050003-2

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